

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 19

August 2, 2013

SUBJECT: ARREST REPORTS FOR JUVENILE WARRANT ARRESTS WITHOUT AN OPEN CHARGE - REVISED; ARREST REPORT FIELD NOTEBOOK DIVIDER, FORM 18.32.00, AND JUVENILE ARREST SUPPLEMENTAL REPORT, FORM 05.02.06 - REVISED

PURPOSE: This Order revises Department Manual Section 4/725.48, *Arrest Reports - Arrests on Warrants*, to clarify the requirements for juvenile warrant arrests and revises the Arrest Report Field Notebook Divider, Form 18.32.00, and Juvenile Arrest Supplemental Report, Form 05.02.06.

PROCEDURE:

- I. **ARREST REPORTS - ARRESTS ON WARRANTS - REVISED.** Attached is the revised Department Manual Section 4/725.48, *Arrest Reports - Arrests on Warrants*, with the revisions indicated in italics.
- II. **ARREST REPORT FIELD NOTEBOOK DIVIDER, FORM 18.32.00 - REVISED.** The Arrest Report Field Notebook Divider has been revised to contain the revisions made to Department Manual Section 4/725.48.
- III. **JUVENILE ARREST SUPPLEMENTAL REPORT, FORM 05.02.06 - REVISED.** The Juvenile Arrest Supplemental Report has been revised to create a section for officers to document the circumstances that led to the detention of the juvenile. The form has also been updated to be consistent with current policy and procedure.

FORM AVAILABILITY: The revised Arrest Report Field Notebook Divider and Juvenile Arrest Supplemental Report are immediately available in LAPD E-Forms on the Department's Local Area Network. All other versions of this form shall be marked "obsolete" and placed in the divisional recycling bin. Copies of the forms have been attached for immediate use and duplication.

AMENDMENT: This Order amends Section 4/725.48 of the Department Manual.

August 2, 2013

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.

A handwritten signature in black ink, appearing to be 'C. Beck', with a large loop at the start and a trailing flourish.

CHARLIE BECK
Chief of Police

Attachments

DISTRIBUTION "D"

**DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 19, 2013**

725.48 ARREST REPORTS - ARRESTS ON WARRANTS.

*Arrest narratives are not required for felony warrant arrests **except** under the following circumstances:*

- *Parole and Probation Holds;*
- *Arrests involving a use of force;*
- *Evidence recovered as a result of the arrest;*
- *If arrestee receives injuries which could be attributed to the officers;*
- *Aggravated or unusual circumstances; and,*
- *At the direction of the watch commander.*

Below are the reports required for each type of felony warrant arrest:

Felony Warrants and Felony Wants Involving Adults. An arrest report is not required for felony warrant arrests not involving an open charge. For felony warrant arrests, including parole/probation warrants, officers *must* submit the following to the watch commander or his/her designee:

- Arrest Report "Face Sheet," Form 05.02.00;

Note: The "Approval/Reporting Officers" section must still be completed, including the "Supervisor Approving Report" box.

- Investigator's Final Report, Form 05.10.00;

Note: Officers must still comply with procedures for the completion of the Investigator's Final Report outlined in Department Manual Section 4/775.20.

- Copy of the Warrant Information Sheet (WIS) or abstract for warrants issued within California; and,
- Booking Approval, Form 12.31.00.

Note: Parole/probation **holds** are different from parole/probation **warrants**. Parolees at Large (PALs) are considered parole warrant suspects. Parole **holds** require an arrest narrative.

Juvenile Warrant Arrests. *For warrant arrests involving juveniles, officers must submit the following:*

- *Arrest Report "Face Sheet";*
- *Investigator's Final Report;*
- *Copy of the Warrant Information Sheet (WIS) or abstract for warrants issued within California;*
- *Disposition of Arrest and Court Action, Form 05.09.00;*
- *Booking Approval; and,*

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- *Juvenile Arrest Supplemental Report, Form 05.02.06.*

***Note:** Officers must document the circumstances under which they came into contact with the juvenile on the Juvenile Arrest Supplemental Report.*

1551.1 PC Fugitive Arrests. For 1551.1 PC Fugitive arrests, officers *must* submit the following to the *watch commander* or his/her designee:

- Arrest Report "Face Sheet";
- Disposition of Arrest and Court Action, Form 05.09.00;
- Investigator's Final Report;
- Probable Cause Determination (PCD), Form CRIM 064;
- National Crime Information Center (NCIC) printout; and,
- Booking Approval.

Parole Holds. For parole holds, officers *must* submit the following to the *watch commander* or his/her designee:

- Arrest Report "Face Sheet";
- Investigator's Final Report;
- Arrest narrative;
- Copy of parole hold authorization from the California Department of Corrections and Rehabilitation; and,
- Booking Approval.

Probation Holds. For probation holds, officers *must* submit the following to the *watch commander* or his/her designee:

- Arrest Report "Face Sheet";
- Investigator's Final Report;
- Arrest narrative;
- PCD Form;
- Copy of probation hold authorization from the Los Angeles County Probation Department; and,
- Booking Approval.

Note: The Consolidated Criminal History Reporting System (CCHRS) printout, Criminal Identification and Information (CII) printout, Department of Motor Vehicles (DMV) history, and City Attorney's Disclosure Statement are not required for felony warrant arrests, 1551.1 PC fugitive arrests, parole holds or probation holds.

Misdemeanor Warrants. *An arrest narrative is generally not required for a misdemeanor warrant arrest.* Misdemeanor warrant arrests *must* be reported on an Arrest Report, Form 05.02.00, or an RFC Report, Form 05.02.02, *and an arrest narrative completed* when:

- The warrant is an out-of-state misdemeanor warrant and a local warrant has been obtained authorizing the arrest for the out-of-state warrant;

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- The charge is 314(1) P.C. (Indecent Exposure), 647(a) P.C. (Annoying or Molesting Children), or 653(g) P.C. (Loitering About Schools or Other Places Attended by Children);
- The charge is 272 P.C. (Contributing to the Delinquency of a Minor);
- 470, 470(a), 470(b) P.C. (Forgery);
- 475, 475(a) P.C. (Possession of Fraudulent Checks);
- 476a(a), 476(a)(b) P.C. (Insufficient Funds-Checks);
- 484(e), 484(f)(1), 484(f)(2), 484(g), 484(i) P.C. (Forgeries and other misuses involving credit cards);
- 532, 532(a) P.C. (Procuring False Credit Report or Financial Statement);
- There are unusual or aggravated circumstances;
- It is not obvious that the arrestee is the suspect identified on the warrant;
- The arrestee sustains an injury at the time of arrest or subsequent to the arrest and prior to acceptance by the detention officer;
- The arrestee receives medical treatment for an old injury or for injuries sustained prior to and not incidental to the arrest; and,
- The arrestee is a member of the Armed Forces.

Exception: When a person, arrested for a marijuana offense, is eligible for release from custody (4/216.65), and is additionally charged with a misdemeanor warrant charging one of the above crimes, the arresting officer *must*, in lieu of completing an Arrest Report, Form 05.02.00:

- Complete a Non-Traffic Notice to Appear, Form 05.02.02, for the marijuana offense (4/216.65);
- Include the warrant number, charge, and issuing court in the narrative of the RFC Report;
- Write "Includes Misdemeanor Warrant for (*e.g., 470 P.C.*)" in the upper right margin of the RFC Report; and,
- Book the arrestee for the misdemeanor warrant only.

				DR No.	
				J No. (601/602 WIC) (Pre-Delinquent/Delinquent)	
				J No. (300 WIC) (Dependent)	

Page ____ of ____

JUVENILE ARREST SUPPLEMENTAL REPORT
 (Use this sheet as next to last page of Arrest Report.)

SUBJECT'S NAME (LAST, FIRST, M.I.)		D.O.B.	Booking No.	CII No.
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PRIOR RECORD. Juvenile Automated Index printout must be attached.
 ADRIS checked for missing status & CWS for warrants? ☐ YES ☐ NO

Organization	Office	Assigned Worker	Phone No.	PDJ No. (Probation Dept. J No.)	Juvenile Court No.
On Probation <input type="checkbox"/> YES <input type="checkbox"/> NO					
On Parole <input type="checkbox"/> YES <input type="checkbox"/> NO					
On DCFS <input type="checkbox"/> YES <input type="checkbox"/> NO					

PARENT, GUARDIAN OR RESPONSIBLE RELATIVE NOTIFICATION : 627(a) WIC When an officer takes a minor before a probation officer at a juvenile hall or to any other place of confinement pursuant to this article, the officer shall take immediate steps to notify the minor's parent, guardian, or a responsible relative that such minor is in custody and the place where he/she is being held.

Parent, Guardian or Responsible Name	Serial No.	Date	Time
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Relative Notification By:

PHONE CALLS : The arresting officer shall be responsible for immediately advising the juvenile of the right to make two phone calls within the first hour per **627 (b) WIC** which states, "Immediately after being taken to a place of confinement pursuant to this article and, except where physically impossible, no later than one hour after he has been taken into custody, the minor shall be advised and has the right to make at least two telephone calls from the place where he is being held, one call completed to his parent or guardian, a responsible relative, or his employer, and another call completed to an attorney. The calls shall be at public expense, if the calls are completed to telephone numbers within the local calling area, and in the presence of a public officer or employee. Any public officer or employee who willfully deprives a minor taken into custody of his right to make such telephone calls is guilty of a misdemeanor." LAPD policy provides for a third call to be completed within three hours of being taken into custody.

Name	Serial No.	Date	Time
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Phone Calls Advised By:

Date/Time	Phone No.	Name of Person Contacted	Relationship	Employee Present / Name & Serial No.

If no contact is made, document attempts in the narrative of the report.

REFUSAL: ☐ Phone Call to Parent, Guardian, Responsible Relative, or Employer Refused.
 ☐ Phone Call to Attorney Refused.

☐ 625 WIC Read Verbatim.

RESPONSE TO ADMONITION OF MIRANDA RIGHTS. Read verbatim per Form 15.03.00, it shall be ascertained if the juvenile understands these rights. Answers shall be documented verbatim.

Document the juvenile's responses to the admonition of Miranda rights:				If the waiver of rights is sought, the following will be asked:	
1.	2.	3.	4.	Do you want to talk about what happened? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Gladys R. Admonition shall be completed when minor is under the age of 14 years. Shall be completed after the Miranda Admonition but before questioning begins.
 Gladys R. Admonition given ☐ YES ☐ NO

IF DETAINED at a probation facility (e.g., Eastlake, Los Padrinos, Sylmar, etc.), indicate facts that support the reason for detention. If more space is needed, continue on page two.

Booking Approved By	Detention Approved By	Division of Citeback / Date & Time	Court Citation No.	PHOTOS Y <input type="checkbox"/> N <input type="checkbox"/>	PRINTED Y <input type="checkbox"/> N <input type="checkbox"/>
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Comments of Investigating Officer/Arresting Officer

Location of Interview	Date & Time of Interview	<input type="checkbox"/> ADMITS <input type="checkbox"/> DENIES	Adult Present at Interview	Relationship
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Document circumstances that led to the detention of the juvenile.

Page _____ of _____	SUBJECT'S NAME (LAST, FIRST, M.I.)	Booking No.	DR No.
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PETITION REQUEST FORMAT. Check the Type Petition Request box on the face of the Arrest Report. On a Continuation Sheet, Form 15.09.00, titled "DETECTIVE INFORMATION," list:

- Booking and DR number. (Omit booking number in the top space if multiple arrestees.)
- Subjects' names and booking numbers. (These items are only required if multiple arrestees.)
- And, when applicable:
- Charges. (Allegations are not required.)
- Subject(s)' statements, including response to admonition of rights.
- Corrections to original reports.
- Additional investigative information not contained in other reports.

Reports Required to Request Petition. Collate reports as follows:

- Juvenile Law Enforcement Worksheet
- Arrest Report Face Sheet, Form 05.01.02 (If multiple, use only one arrestee's face sheet per set of reports)
- Investigative Report, Form 03.01.00 (If completed in conjunction with Arrest Report)
- Arrest Report continuation pages(s) (Including Property Report, Form 10.01.00, and Property Receipt, Form 10.10.00 if applicable)
- Gladys "R" Form when applicable
- Juvenile Arrest Supplemental Report, Form 05.02.06 (and reverse side, if used)
- Investigative Action/Statement Form, Form 03.11.20
- Juvenile Automated Index Printout (for a dependent and delinquent)
- Attach Printouts (e.g., CCHRS, CII, FBI, DMV and LIVESCAN)
- Juvenile Court Citation copy (if issued)
- Other related reports, including an IR, not completed in conjunction with the arrest, e.g., two days prior.

If Detained - Required Forms/Actions

601/602 Arrests If the juvenile is a 601/602 WIC arrest and taken to Juvenile Hall, the following forms are needed:

- Los Angeles County Unified Medical Screening Form, Form SH-R-422 (2 copies)
- Juvenile Hall Entrance Record Form (2 copies)
- Probable Cause Determination (Declaration) (2 copies)
- LIVESCAN (2 copies)
- Arrest Report (1 copy)

300 WIC If the juvenile is a 300 WIC arrest: The petition must be faxed to the Department of Child and Family Services (DCFS) within 24 hours. If the Detention occurs on Friday, the petition must be faxed on Monday.

- Fax one complete copy of the entire arrest report and IR to DCFS Intake and Detention Control Center at Fax (323) 881-0194. If there is a problem with the fax machine, officers shall call DCFS IDC at (323) 881-1303 during normal working hours.

ARREST REPORT FIELD NOTEBOOK DIVIDER

"Your finest effort as a police officer may never get to court unless you learn to write a report that does justice to your arrest."
 TRAINING BULLETIN, How to Write Arrest Reports, September, 1967.

DUE DILIGENCE. Prior to booking, the arresting officer shall verify whether the arrestee has an arrest warrant. (Exception: Jail personnel are responsible for those booked at a field jail or those transported & booked plain drunk.)

SHORT ARREST REPORT, Form 05.02.01. Used for 647f PC arrests when prosecution is not requested, and enroute bookings. (Refer to report booklet cover for further info.)

RELEASE FROM CUSTODY (RFC), Form 05.02.08/NOTICE TO APPEAR, Form 05.02.02. Used as Notice to Appear in Court for adult arrestees (misdemeanor or infractions) released OR in lieu of booking or after; and used in conjunction with the RFC Continuation, Form 05.02.08, to document the circumstances of the arrest and release, and to report booking of related evidence. (Refer to RFC/Notice booklet cover and instructions printed on RFC Continuation form for further info.)

ARREST REPORT, Form 05.02.00. Used to report circumstances of all arrests or detentions of persons by the Department except:

- Court Order detentions.
- Supplement charge by parole/probation officer.
- Bond surrenders.
- Those reported on a Short Arrest Report, Mass Arrest Report, RFC, or Personal Service Citation.
- Felony Warrants (unless required by 4/725.48).
- Search Warrants (unless required by 4/725.48).
- Misdemeanor Warrants (unless required by 4/725.48).
- CHP responsibility.

The Arrest Report is also used as:

- A contact only report on juveniles.
- A first page of a petition request.
- A combined crime report.
- A combined evidence report.
- Marsy's Rights Card. When a victim of any type of crime has been provided a Marsy's Rights Card, the reporting officer, supervisor, or detective **shall** check this face sheet box or document it in the "Additional" heading of the Arrest Report.

COMPLETION INSTRUCTIONS – GENERAL.

- A. The Arrest Report shall show sufficient facts to establish a prima facie case for the offense charged and include all facts pertaining to any additional offenses committed by the arrestee.
- B. **LOCATION TO COMPLETE REPORT**
 - All misdemeanors, narcotic and felony vice arrest reports – in the Area where arrestee is booked (Except: fel. Narc. in Pac or WLA, & misdemeanor 148/415 w/ofcr victim – in Area of arrest.)
 - All felonies except narcotics and vice – in area of booking approval. (Except forgeries in OVB – at VNYS Area.)

Exception: County Jail system bookings for misdemeanors, & felonies are investigated by the local Area detectives.
- C. **RESPONSIBILITY TO DELIVER REPORT.** Officers shall deliver Arrest Reports as follows:
 - When not completed in the Area of responsible investigative unit – to that unit, when practical; or cause CPS or NECS notification.
 - When narcotics-involved outside Area of assignment – to their Field Enforcement Section, Bureau Narcotic's Unit.
 - All officers in Area Record Unit – to their Collision Investigation Follow-up Unit (CIFU).

COMPLETION INSTRUCTIONS – SPECIFIC.

- A. **EVID/CRIME RPT. CHECKBOXES.** '✓' appropriate box(es) if the Arrest Report also serves as a Combined Arrest/Evidence &/or Crime Report (refer to paragraphs F & G).
- B. **DR NUMBER** – when applicable (Combine Evidence, Combined Crime, or related DR). Enter this DR No. in both spaces (top right and vertically top left).
- C. **OTHER IDENTIFYING NUMBERS.** These numbers are to be entered on the Booking Form when available at the time of booking. Approving supervisors must ensure that the arresting officer has printed out the criminal history, or "rap sheet," and placed the LA No., if available, on the Arrest Report.
- D. **ADMONITION OF RIGHTS.** Advise all juveniles upon taking into custody and ascertain if they understand their rights. Do not seek waiver until the juvenile is to be interrogated. Field officers are required to "Mirandize" and interrogate adult felony arrestees, except if crime involved is homicide, crime vs. person-victim hospitalized, responsibility of specialized unit, a conflict case (such as battery on police officer), or a crime which requires extensive follow-up or expertise. If not admonished, enter "NOT ADVISED."
- E. **INVOLVED PERSONS.**
 - Repeat complete victim information (name, etc.), if Combined Crime Report. Always enter sex, descent, and DOB of victim

and witnesses. If misdemeanor, analyzed evidence other than narcotics is involved, enter as a witness: 'Police Chemist Analysis of _____' (enter appropriate item; e.g., clothing).

- If witness will be unavailable for some period within four months of the report date, enter the reason and dates in the witness's statement.
- If misdemeanor witness resides outside LA County, enter all facts to which they can testify in the report.
- If LAFD ambulance personnel are witnesses, enter their full names, unit, & what they can testify to in the report.
- Enter 'X' in last column to indicate day phone contact.

- F. **COMBINED CRIME REPORT.** This section may be used in lieu of a Investigative Report (IR) when all suspects identified as the perpetrators are in custody, all property is recovered, only one crime is involved, and the W/C or investigating officer advising the booking approves. (If multiple victims of crime vs. person, use IR, because each victim counts as separate crime.)

When used as crime report, the reporting officer shall:

- Check the "Crime Report" box and enter victim's name under this box vertically;
- Enter the DR number in BOTH spaces;
- Enter complete victim information under "Involved Persons," including a repeat of V-1's name. If multiple victims and spaces are insufficient, continue at beginning of narrative; and,
- Include the elements of the crime in the appropriate paragraph of the arrest narrative.

Note: If multiple arrestees, check the 'Crime Report' box and complete the 'Combined Crime Report' section on ONE face sheet only. Use the face sheet of the arrestee most likely to be filed on, when appropriate.

- G. **COMBINED EVIDENCE REPORT.** (Exceptions to using this procedure at all are listed on the reverse side of the Property Report.) When this procedure may be used, there are two ways in which combined arrest/evidence is reported:

1. Directly on the face of the Arrest Report with no Property Report (limited to one arrestee, no gun, and two items of evidence). In this instance:
 - Check the 'Evidence Report' checkbox;
 - Enter the DR number in BOTH spaces;
 - Complete the 'Combined Evidence Report' section;
 - Enter evidence details in arrest narrative; and
 - Forward copy of arrest face sheet with the evidence (2 copies to narcotics, or if blood or urine is booked within OVB.)
2. With a Property Report. In this instance:
 - Check the 'Evidence Report' checkbox on the Arrest Report;
 - Enter the DR number in BOTH spaces on the Arrest Report;
 - Enter the notation 'SEE PAGE _____' in large letters in the 'Combined Evidence Report' section.

Note: If multiple arrestees, complete the above three steps on all face sheets, and enter the name of the arrestee to whom the evidence is booked directly under the 'Evidence Report' checkbox on all arrest face sheets.

- Complete the shaded areas of the Property Report, including a listing and details of the evidence;
- Number the Property Report as a page of the Arrest Report; e.g., Page 3 of 3. (Make this the last page unless there is a Juvenile Arrest Supplemental Report, Form 05.02.06. In that case, make that the last page.); and,
- Forward a copy of the Property Report, stapled on the top of the arrest face sheet, with the evidence (2 copies if narcotics or firearm, or blood or urine is booked within OVB.).

- H. **APPROVAL/REPORTING OFFICERS.** Reporting Officers: Print first, middle initial, and last names in space provided. When practical, one officer shall complete all phases if a misdemeanor arrest. The names, serial numbers, and assignment of officers assisting but not needed for testimony shall appear under the 'Additional' heading. On a private person's arrest, the arresting person's name shall be entered followed by (CZN). The caption Reporting Officer(s) shall be crossed out.

If evidence is booked by an officer as part of a private person's arrest, and that evidence is listed on the arrest face sheet Combined Evidence Report section, the name, serial number, division and detail of the officer shall be entered on the second line of Reporting Officer(s).

Approval: Refer to Department Manual Section 5/030.60. Indicate appropriate Extra Copy Distribution in the left margin as per Distribution Guide.

- I. **NARRATIVE.** On a Continuation Sheet, Form 15.09.00. See Field Notebook Divider General Reporting Instructions, Form 18.30.00, for more detailed information.

- **Additional Persons Involved.** i.e., co-arrestee – Name, Booking No., and charges.
- **Source of Activity.** Describe how information that led to arrest was obtained and what that information was. Limited to original source of any action that results in an arrest; e.g.:
 - Radio Call: Officers received RC 'C Man, Prowler There Now, 2100 Olympic, Code 2.'
 - Observation: Officers driving WB on Hwd. Blvd. approaching Western Ave. obs, three men fighting in I/S.
 - Citizen: Officers on patrol were stopped by W-1 Taylor who stated that a poss. strongarm 211 was occurring in the alley behind the Thrifty Drug Store, Pico and Vermont.

Other Sources include Informant, Crime Report and Warrant.

Note: When an incident number is generated prior to arrest, include that number here; e.g., "Officers received RC (Inc. 1234)". . .

- **Investigation.** Describe every relevant event the arresting officers saw or did between the time the activity started and the time of arrest. If probable cause is not included under Source of Activity, it shall be included here.
- **Arrest.** Describe everything pertinent that occurred from the time the arrest was made to the booking process. These activities could be at the scene, at another location, or at the station.

Note: Refer to adults as 'Suspect' until arrested, then as 'Arrestee.' Juveniles are always 'Subjects' (In crime reports, both adults and juveniles are 'Suspects,' whether or not they have been apprehended).
- **Injury/Medical Treatment.** Enter general description of the injuries that occurred during the crime or as a result of the arrest. In this specific injury paragraph, enter the technical details of the diagnosis and medical treatment.
- **Photos, Recordings, Videos, DVCV and Digital Imaging.** Document any photos, recordings, videos, DVCV and digital imaging taken of the scene, search warrant locations, and injuries (visible, complained of, or lack of). Document the type (Polaroid, digital, 35mm) and number of photos, recordings, videos, DVCV and digital imaging taken, or the number of 35mm rolls of film used, the SID control number, and the name of the employee who took the photos, recordings, videos, DVCV and digital imaging. If no photos, recordings, videos, DVCV and digital imaging were taken, indicate the reason.
- **Booking.** Describe everything pertinent that occurred at the station before the jailer accepted the arrestee.

Note: The arrestee is the personal responsibility of the arresting officer until the booking is complete and the jailer has accepted the prisoner. Also include under this heading the supervisor approving the booking (rank, name, serial number, and assignment), location booked and charge.
- **Evidence.** Fully describe the chain of custody of any evidence recovered, the location where the evidence was booked, and how it was marked. Each item should be numbered and correspond with items listed in the related Property Report, Form 10.01.00.
- **Canvassing.** Document the efforts to canvass the area for witnesses when applicable.
- **Court Information.** List the names of all officers involved in the investigation, the specific portions of the investigation each officer can testify to, any specialized expertise, the officer's division of assignment, and the officer's vacation period.

THE ABOVE HEADINGS ARE ALWAYS USED. THE BELOW SPECIFIC HEADINGS ARE ONLY USED WHEN APPLICABLE. SEE FIELD NOTEBOOK DIVIDER 18.30.00 FOR SPECIFIC INSTRUCTIONS.

- **Additional.** Details which need explanation but do not fit smoothly under the other headings: e.g., disposition of arrestee's personal property; opinions of arresting officers that might be of importance to follow-up investigators, particularly in vice, narcotics, and bunco cases; reason and names used for inquiry if no rap sheet attached; etc.
- **Collision Summary.** If a Traffic Collision Report (CHP 555) has been completed, the information documented within this section shall be written exactly as it appears in the "Collision Summary" section of the Traffic Collision Report.
- **Property Stolen/Lost/Recovered.** Document any property stolen, lost, recovered or damaged as a result of the incident that you are reporting.

- J. **MULTIPLE ARREST REPORT.** One narrative may be used to report the arrests of multiple persons (except 547bPC) made at the same approximate time and location when the circumstances are the same. A separate face sheet shall be made for each arrestee and a copy of the narrative attached to each face sheet. In each left margin, print 'MULTI _____'. (Enter no. of arrestees.)
- K. **PRIVATE PERSON'S ARREST.** When a private person's arrest is, or appears to be, illegal, the arresting person shall be advised and referred to City Attorney's (CA's) Office. When the private person insists upon arresting the individual, the officer shall not take the person into custody, complete an FI, notify a supervisor of the circumstances, and with approval of a supervisor, release the arrested person. The officer shall then complete a Employee's Report, Form 15.07.00, detailing the circumstances of the arrest and release.

A private person desiring to make a lawful arrest for a misdemeanor not committed in the officer's presence, shall be advised that he/she may make a physical arrest or make a crime report and proceed through the CA's Office. If he/she requests the officer to receive the arrestee, the officer shall do so (142PC). All persons involved shall be advised that the officers are not making an arrest merely receiving the arrested person. Officers shall verify the ID of the arrested person and determine the arrestee's eligibility for RFC. If eligible for RFC, follow those procedures. If ineligible for RFC, the officer shall:

- Request the private party to accompany officers to station;
- Assist private party with Arrest Report. Officers' names are to appear only in narrative as 'Transporting' or 'Receiving,' or on the Arrest face sheet as the officer booking the evidence if it is listed on the Arrest face sheet (the 2nd line of Reporting Officer(s) is used for this purpose);
- Cause the private person to write 'I have arrested this person' at the bottom of the arrest narrative, followed by the private person's signature (full name), address and phone number;
- If arrestee has signed a statement of guilt of theft, forward a copy of it and all other arrest related written documents in the possession of the arresting person, with the Arrest Report to the CA's Office. Forward original copies when possible;
- Book arrestee to the private person. Cross out Reporting Officer(s), enter the private person's name, and enter CZN as the Detail; and
- Complete other necessary reports.

Note: The arresting private person need not accompany officers to the station when:

- The arrest is for petty theft or misdemeanor forgery;
- The crime occurred at a regularly established place of business;
- All the elements of the offense are present and there appears to be probable cause for the arrest; and,
- Telephonic approval of the W/C has been obtained.

- L. **WARRANT ARRESTS.** Misdemeanor warrant arrests shall be reported on an Arrest or RFC only if required in Department Manual Section 4/725.48. The teletype abstract shall be included.

Note: The arresting officer is responsible for completing the Release Information section of the Investigator's Final Report, Form 05.10.00, if felony warrants is for violation of California State parole under authority of 3056 PC or 3151 WC; Violation of probation bench warrant held by LASD; or Failure to Appear bench warrant held by LASD. Upon completion, the 05.10.00 shall be delivered to the record clerk, Area of Booking.

FELONY WARRANT ARRESTS INVOLVING ADULTS. For felony warrant arrests, including parole/probation warrants, officers shall submit the following to the watch commander (WC) or his/her designee:

- Arrest Report "Face Sheet," Form 05.02.00;

Note: The "Approval/Reporting Officer" section must still be completed, including the "Supervisor Approving Report" box.
- Investigator's Final Report, Form 05.10.00;

Note: Officers must still comply with procedures for the Completion of the Investigator's Final Report outlined in Department Manual Section 4/775.20.
- Copy of the Warrant Information Sheet (WIS) or abstract for warrants issued within California; and,
- Booking Approval, Form 12.31.00.

Note: Parole/probation holds are different from Parole/probation warrants. Parolees at Large (PALs) are considered parole warrant suspects. Parole and probation holds require an arrest narrative.

JUVENILE WARRANT ARRESTS. For warrant arrests involving juveniles, officers must submit the following:

- Arrest Report "Face Sheet," Form 05.02.00;
- Investigator's Final Report, Form 05.10.00;
- Copy of the Warrant Information Sheet (WIS) or abstract for warrants issued within California; and,

- Juvenile Arrest Supplemental Report, Form 05.02.06.
Note: Officers must document the circumstances under which they came into contact with the juvenile on the Juvenile Arrest Supplemental Report.
- Disposition of Arrest and Court Action, Form 05.09.00.

1551.1 PC FUGITIVE ARRESTS. For 1551.1 PC Fugitive arrests, officers shall submit the following to the WC or his/her designee:

- Arrest Report "Face Sheet";
- Disposition of Arrest and Court Action, Form 05.09.00;
- Investigator's Final Report;
- Probable Cause Determination (PCD), Form CRIM 064;
- National Crime Information Center (NCIC) printout; and,
- Booking Approval.

PAROLE HOLDS. For parole holds, officers shall submit the following to the WC or his/her designee:

- Arrest Report "Face Sheet";
- Investigator's Final Report;
- Arrest narrative;
- PCD Form;
- Copy of parole hold authorization from the California Department of Corrections and Rehabilitation; and,
- Booking Approval.

PROBATION HOLDS. For probation holds, officers shall submit the following to the WC or his/her designee:

- Arrest Report "Face Sheet";
- Investigator's Final Report;
- Arrest narrative;
- PCD Form;
- Copy of probation hold authorization from the Los Angeles County Probation Department; and,
- Booking Approval.

Note: The Consolidated Criminal History Reporting System (CCHRS) printout, Criminal Identification and Information (CII) printout, Department of Motor Vehicles (DMV) history, and City Attorney's Disclosure Statement are not required for felony warrant arrests, 1551.1 PC fugitive arrests, parole holds or probation holds.

EXCEPTIONS. An arrest narrative shall be completed under the following circumstances:

- Arrests involving a use of force;
- Evidence recovered as a result of the arrest;
- If arrestee receives injuries which could be attributed to the officers;
- Aggravated or unusual circumstances; and,
- At the direction of the watch commander.

- M. ARMED FORCES PERSONNEL.** Print MILITARY on top left margin, and include in narrative the arrestee's rank, serial number, branch of service, unit and its location, dress (uniform or plain clothes), and duty status.

JUVENILE ARREST SUPPLEMENTAL REPORT, Form 05.02.06.

Complete this form on all juvenile arrests. Include it as the last page of the Arrest Report. Arresting officers shall notify the juvenile's parents or guardian without delay.

JUVENILE PETITION REQUEST FORMAT. To request a petition, follow the reporting instructions on the page 2 of the Juvenile Arrest Supplemental Report.

AFFIDAVIT OF MINOR (Business & Professions Code), Form 05.02.07. Complete an Affidavit of Minor for B & P Code Violations, Form 05.02.07, when a minor (under 21 for this purpose) B & P arrest is related to any ABC licensed premises, the minor waives Miranda Rights, AND the minor indicates a willingness to provide information, Section 1 through 28 should be completed by the minor, but may be completed by the arresting officer if the minor is unable. Section 29 must be completed by the minor. The remainder of the Affidavit, indicating the apparent age of the minor, shall be completed by the arresting officer. If the minor does not waive the Miranda Rights, or refuses to complete the Affidavit, indicate this fact in the additional section of the Arrest Report or RFC. The Affidavit is distributed as a page of the Arrest Report or RFC.

RELATED DEPARTMENT MANUAL SECTIONS

ADVICE/APPROVAL ON MISDEMEANOR BOOKINGS	4/216.02
RECORDING OF BOOKING APPROVAL	4/216.12
APPROVAL FOR JUVENILE BOOKINGS	4/218.60
ARREST BY OUTSIDE POLICE AGENCY OFFICERS	4/850.00
COMBINED REPORTING	4/203.15
CRIME REPORTED ON ARREST REPORT	4/216.14
EVIDENCE REPORT COMBINED WITH ARREST REPORT	4/216.15
JUVENILE CUSTODY REPORT	4/218.78
MARIJUANA ARREST PROCEDURES	4/216.25